



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **EXECUTIVE SECRETARY I OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD DEPARTMENT OF INDUSTRIAL RELATIONS**

Position: Executive Secretary I, Permanent, Full Time  
Salary: \$3,020-\$3,672  
Location: Sacramento—Natomas area. Free parking!

**Contact and Applications:**

Michael Wimberly, AGPA  
OSHA Appeals Board  
2520 Venture Oaks Way, Suite 300  
Sacramento, CA 95833  
(916) 274-5756

This position works under the direction of the Executive Officer, performing administrative and secretarial functions requiring confidentiality, initiative and independent actions for the Board Members and Executive Officer.

**Tasks include but are not limited to the following:** Prepares public meeting and closed session agendas, ensures proper notice and composes minutes for Board approval; and provides in a timely manner meeting materials to Board Members, Executive Officer, Chief Counsel and Legal Unit staff. Board meetings are held at least every two weeks. Works with a wide variety of issues pertaining to Employer appeals before the Board. Receives and screens a variety of telephone calls for Board Members and the Executive Officer. Compiles and maintains a variety of monthly workload statistics for the Board. Makes travel arrangement for Board Members and Executive Officer and prepares their travel expense claims.

**Other Specific Tasks include:** May assist the Sacramento Hearing Operations Unit support staff, the Legal Unit support staff and the Appeals Initiation Unit, when necessary. Other duties as required.

**Specific knowledge and attributes necessary:** Proficient computer skills (Microsoft Word, Excel and Windows software); effective oral and written communicator with pleasant telephone demeanor; dependable with excellent attendance record; team player with superior interpersonal skills; ability to effectively handle stress and deadlines; familiarity with the Bagley-Keene Open Meetings Act, the Board's appeal process and its Rules of Practice and Procedures.

**Position Open Until Filled.** Only the most qualified will be interviewed.

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.